

**ब्रिज एण्ड रूफ कंपनी इंडिया लिमिटेड**  
**BRIDGE AND ROOF COMPANY (INDIA) LIMITED**  
(भारत सरकार का एक उद्यम / A Government of India Enterprise)  
2/1, रसलस्ट्रीट कंकड़िया सेंटर, / Russel Street "Kankaria Centre"  
कोलकता / Kolkata – 700071

**ज्ञाप/MEMO**

प्रेषक/From :	General Manager (IT) Kolkata	सेवा में/To :	All Employee/ Offices
संदर्भ/Ref. :	BNR/IT/EIS/LEAVE/185	दिनांक/Date :	24-07-2024

**Subject: Leave Management Module through EIS**

Please refer our earlier communication Ref. BNADR/IT/EIS/Circular/23-24/98 dated 30.12.2023 on the subject matter. The leave management modules through EIS were started from November 2023. Now after successful run over 8(Eight) months, we observed few confusion on Regularization of Attendance and Travel Sanction Approval.

For operational convenience and maintenance of the systems, we would like to express on the same as below:

**1. Regularization**

Regularization of attendance need to be completed within 7(Seven) days i.e from 1<sup>st</sup> to 7<sup>th</sup> of every subsequent month. However, approval of the regularization from concerned reporting officer need to be completed within subsequent next 3 (Three) days i.e 8<sup>th</sup> to 10<sup>th</sup> of every subsequent month. Late approval of regularization after 10<sup>th</sup> of subsequent month will not be considered. In this regard the concerned employee should take initiative to get approval from their reporting officer within schedule time.

**2. Travel Sanction**

It has been observed that on urgent necessity and by instruction of SBU head / HOD few employees are instructed to work in other Project Sites / Offices instead of original place of posting as per office order from HR Department.

In such cases, concerned employee should apply for Travel Sanction in EIS by selecting "To" as Other & should write (**Only for attendance**). Employee should take proper approval of travel sanction for attendance purpose only without any usual claim. By such travel sanction for attendance purpose only, daily regularization of attendance will not be required.

However to clear the doubt (if any) on leave management modules through EIS and to have an interactive session on the subject matter a VC session has been scheduled on 25/07/2024 (Thursday) at 4.30 PM and requested to all to please join the session following the link given below:

<https://bridgeroof.webex.com/bridgeroof/j.php?MTID=mf634dbc30e15f81747040286a568c92c>

This is issued with the approval of Competent Authority

Regards,

  
(Barun Kanti Das)

GENERAL MANAGER (IT)

CC: CMD

CC: D(F)

CC: D(PM)

CC: ALL EDs/ GGMs/ SBU/ GMs/ HODs.

- For your kind information please.

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**कोलकाता/KOLKATA- 700071**

**CIRCULAR**

<b>FROM: GM(IT) / Kolkata Office</b>	<b>TO: All Employee</b>
<b>REF: BANDR/IT/EIS/Circular/23-24/119</b>	<b>Date: 15/02/2024</b>

**Sub: Leave Management Module Through EIS**

Leave Management Module through EIS are now operational since November'2023 considering the entire prevailed rule and integration with biometric attendance. It is therefore requested to all employees to follow strictly guidelines mentioned in circular Ref: BANDR/IT/EIS/Circular/23-24/96 dated 30-12-23 as well as the below ones in attending office and workshop without fail.

1. All biometric machines deployed at Project Sites /Offices mandatorily need to be internet connected during all the business hours failing which it will reflect no attendance and therefore marked as absent in EIS.
2. Concerned Project Sites /Offices will arrange the internet connection for biometric machines.
3. All biometric machines deployed at Project Sites /Offices mandatorily need to be operational during all the business hours failing which it will reflect no attendance and therefore marked as absent in EIS.
4. Concerned Project Sites /Offices will immediately report to AGM(ERP) / HR once they found that the biometric machines are not operational for immediate restoration.
5. Regularization of attendance need to be completed in full within 7 days i.e. from 1<sup>st</sup> to 7<sup>th</sup> of every subsequent month.
6. Any malpractice on biometric attendance once noticed & confirmed, will not only consider as absenteeism for those days but also may invite disciplinary action by the company.

These issues with approval of Competent Authority.



**(Barun Kanti Das)**

CC: CMD  
CC: D(F)  
CC: D(PM)  
CC: CVO  
CC: All EDs/CGMs/GGMs/GMs/DGMs/HODs  
CC: Offices at Kolkata/Howrah/Mumbai/Delhi/Chennai/Vadodara/Bhubaneswar/Ranchi/Guwahati/Prayagraj  
CC: All Site / File

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CIRCULAR

FROM: GM(IT) / Kolkata Office	TO: All Employee
REF: BANDR/IT/EIS/Circular/23-24/96	Date: 30/12/2023

**Sub: Leave Management Module through EIS**

The enhanced versions of Leave Management Module through EIS are now introduced in line with prevailed rule on and from November'2023 after integrating with the biometric attendance. It is therefore requested to all employees to follow strictly the below guidelines in attending office and workshop without fail.

1. All biometric machines deployed at Project Sites /Offices are now integrated with EIS and mandatorily need to be internet connected during all the business hours failing which it will reflect no attendance and therefore marked as absent in EIS.
2. Attendance/Leave will be considered as absent in EIS if the yearly holiday list of the respective Project Sites /Offices are not being provided by the concerned official to AGM(ERP) / HR with in stipulated time.
3. Leave Management Module through EIS are applicable only for officer and staff category employees. For Workmen category employee, Leave Management remains manual at present and monthly leave balance will reflect in pay slip, however this also be computerised in future.
4. Regularization of attendance need to be completed in full within 7 days i.e. from 1<sup>st</sup> to 7<sup>th</sup> of every subsequent month.
5. Signatory panel for Leave Encashment procedure will remain same as per office order Ref: BANDR/IT/EIS/22-23/6 Dated: 22/08/2023 i.e. the approval template finally rooted to AGM (ERP) / HR and then to DGM (F).
6. While in any official tour, Travel Sanction Form need to be properly recorded into systems to avoid absent in EIS.
7. Any malpractice on biometric attendance after taking advantage of unknown technical issues (if any) will not only considered as absenteeism for those days but also may invite disciplinary action by the company.

These issues with approval of Competent Authority.

*Barun Kanti Das*  
(Barun Kanti Das)

*"Very Good"*

*We have to follow as per and strict compliance should be made*

CC: CMD  
CC: D(F)  
CC: D(PM)  
CC: CVO  
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*01.01.2024*